



## **4-H SCHOLARSHIP & DEVELOPMENT COMMITTEE MEMBER VOLUNTEER POSITION DESCRIPTION**

Ellis County 4-H Program

**PURPOSE:** To secure donations from local businesses or private individuals to support the county 4-H scholarship fund. To assist at fundraising events developed by the committee.

### **RESPONSIBILITIES:**

- Attend bi-monthly meetings
- Promote the Scholarship & Development mission to the community
- Manage the scholarship process for the county 4-H program, including promotion and identification of annual scholarship recipients annually.
- Secure donations and memorial gifts from local businesses or private donors
- Invest funds for the long-term viability of the 4-H scholarship program
- Coordinate volunteers to assist at fundraising events
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H program, and the county 4-H program

### **QUALIFICATIONS:**

- The ability to communicate effectively with youth, parents and other adult volunteers, staff and the community at large.
- Belief in the importance of 4-H youth development and the ability to effectively communicate it to the community.
- Motivated to ask private individuals and/or businesses for donations/memorial gifts
- Self starter; be able to work with minimal supervision from professional staff
- A willingness to become familiar with and work within the philosophy and guidelines of K-State Research and Extension, Kansas 4-H, and the local 4-H program.

**TIME REQUIRED:** One program year, renewable annually. Bi-monthly meetings and assistance in planning and carrying out fundraising activities as determined by the committee.

**LOCATION:** County Extension Office; leader's home or business; local community facilities, other

### **RESOURCES AVAILABLE:**

K-State Research and Extension in Ellis County agrees to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents.

### **SALARY:**

Unsalaries: Volunteer

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Volunteer development opportunities
- Strengthen personal leadership, communication, organizational skills
- Opportunity to share your skills, talents, and interests
- The opportunity to make a difference in the life of a child
- Increased self worth by giving back to the community

**RESPONSIBLE TO:** K-State Research and Extension Staff, 4-H Program Development Committee & Cottonwood Extension District Council

**MENTOR/SUPERVISING PROFESSIONAL**

Tamara Robertson  
 Cottonwood Extension District – 4-H Youth Development Agent  
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I will work to “Make the Best Better” through my role as a Scholarship & Development Member

I will work to support volunteer efforts to “Make the Best Better” in Ellis Co. 4-H

\_\_\_\_\_  
Volunteer’s Signature                      Date

\_\_\_\_\_  
Extension Professional Signature                      Date

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